

JOINT INTELLIGENCE STUDY PUBLISHING BOARD

3806 MUNITIONS BUILDING

WASHINGTON 25, D. C.



24 March 1944

MINUTES
of the
62nd MEETING

Present: Col. Bicknell, G-2
Col. Ofsthun, A-2
Comdr. Bailey, ONI
Lt. Col. Kountz, JISPB Secretary

25X1A9a [REDACTED] OSS

1. Minutes of the 60th and 61st meeting were read and approved.
2. Comdr. Bailey gave a detailed verbal report of his visit to the plant of Edward Stern and Company in Philadelphia. Col. Bicknell suggested that steps be taken to expedite the shipping of paper stocks to the printer.
3. The Board Members agreed on the suggestion that Comdr. Bailey be designated as contact man with Edward Stern and Company.
4. The Secretary presented to the board a communication from [REDACTED] regarding the services of Major 25X1C8c [REDACTED]. No reply will be forwarded to [REDACTED] until it is determined what policy the members of JIC will adopt in this matter. In this connection [REDACTED] expressed his opinion that it was highly important that [REDACTED] be assigned to duty with this board because of his expert qualifications as a transportation specialist. [REDACTED] also 25X1A9a pointed out the difficulty in obtaining the services of a person with similar transportation knowledge.
5. The Secretary presented the board with the memorandum relative to classification of maps and photographs, which was approved and circulated among the J.I.S.P.B. Staff.
6. Col. Bicknell presented written recommendation as to the editorial policy of the board, which is attached as a matter of record. After a lengthy discussion relative to policy it was concluded that Lt. Ullman would revise the memorandum incorporating his ideas.

The meeting was adjourned.

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NO CHANGE IN CLASS.
 DECLASSIFIED
CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE:

Geo. H. Kountz
GEORGE H. KOUNTZ,
Lt. Col., G.S.C.,
Secretary

In reply refer to Initials
and No.

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MEMORANDUM TO MEMBERS OF THE BOARD, JISPB

Subject: Editorial Policy.

1. It is recommended that the Board establish the policy that if a Board Member is responsible for the editing of a particular chapter, he should personally transmit his suggested corrections to the editor who is responsible for the actual editing of the chapter. By keeping in close contact with the editorial personnel as the work progresses, the ideas and views of the Board Member can be carried out. Such a procedure should result in the final edited production being approved immediately when presented to the Board for final approval. It would also simplify corrections and eliminate the possibility of reworking the entire chapter in order to conform with the views of the Board Member.

2. Editorial work on specific chapters embodying technical information should be limited to ascertaining that the material is presented in conformity with the Outline Guide, any variance with similar material in other chapters has been corrected, the English is moderately correct, proper references are made to Figures and Illustrations, and other such similar operations.

3. It is not believed that any useful purpose is served through minute and painstaking editing of the work completed by the contributing agencies, since the contributor is held responsible for the factual content of the chapter. Therefore, his rendition of the material should be used, or corrected by him if obviously in error. There is neither time for, nor necessity to, carry out a textbook type of editorial work in a publication such as JANIS.

GEORGE W. BICKNELL,
Colonel, GSC.

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